

Memorandum

To: NROC-Dover meeting participants
From: Amanda J. Lindley Stone, UNH Cooperative Extension
Verna De Lauer, NH Office of State Planning
Subject: Summary of September 26, 2001 Follow-up Meeting
Date: October 5, 2001

Dear Dover meeting participant,

Attached is a summary of the meeting held on September 26, 2001 to discuss follow-up following the NROC "Dealing with Growth" presentation. The summary includes a description of the action groups that resulted from this discussion, and a listing of meeting participants with their contact addresses.

Please review the attached summary, and note which action group you are in. All action groups will need to meet (or communicate via phone or e-mail) to get the initial actions started. For those who may not have signed up for a specific group, but would like to participate, contact the contact person for the group you are interested in. The progress of each group will be reported back at the next follow-up meeting scheduled for November 20, 2001.

**Next meeting date: 7:00pm Tuesday November 20, 2001 at the
Dover Middle School in the Renaissance Room on the first floor**
Please note that there is a no smoking policy on all school grounds

Draft meeting agenda:

1. Brief recap of last meeting and goals for this meeting
2. Updates on each mini-group's task(s) and progress and group discussion
3. Group break-out session: NROC members work with each group to determine next steps
4. Schedule specific work sessions.

See pages 4-5 of the attached summary for a listing of action groups who will meet and/or research additional information to present at the November 20 meeting.

If you have any questions regarding the attached summary or need assistance with the action groups, please feel free to contact us at the addresses below:

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Natural Resources Outreach Coalition (NROC)
SUMMARY OF MEETING TO FOLLOW UP THE
DOVER “DEALING WITH GROWTH” PRESENTATION
held on Wednesday September 26, 2001

Present: Twenty five participants, representing the City Council, City Planning Department, Conservation Commission, Planning Board, Open Lands Committee and other interested residents (see attached list).

NROC Coalition members: Verna De Lauer (NH Office of State Planning), Amanda Stone and Julia Peterson (UNH Cooperative Extension), Carolyn Russell and Barbara MacMillan (NH Department of Environmental Services).

1. Purpose & Expected Outcome of the Follow-up Meeting:

The purpose of this follow-up meeting was to prioritize natural resource concerns and develop an action plan to address those concerns with the assistance of NROC.

2. Review of NROC-Dover presentation evaluation forms:

The items in both categories below are listed in ranked order of priority, but note that the rankings of each priority were very close.

Most important natural resources that Dover should protect

1. Natural Areas
2. Drinking water supplies
Water quality (other than drinking water)
Wildlife Habitat
3. Farmland

While outdoor recreation spaces did not stand out as a priority in the evaluations, it needs to be recognized that outdoor recreation spaces are an important component of the Open Space and Recreation portion of the 2000 Dover master plan. Outdoor recreation is also part of the Open Lands Committee's focus.

Actions Dover should take to manage growth

1. Develop more protective subdivision and site plan ordinances
Acquire more conservation land
2. Inventory natural resources
Acquire development rights
Revise zoning

3. Review of selected Dover master plan recommendations (Open Space and Recreation section)

The focus of the evening's discussion at the meeting was on the following (selected) master plan recommendations:

Organization and Management

3. Develop clear criteria for open space acquisition and protection
4. Prepare a detailed open space acquisition plan that clearly defines the qualities and general areas for open space acquisitions on both a ward by ward and a City-wide basis.
5. Develop an open space management plan that evaluates the use of existing City-owned properties as well as guides decision making for future acquisitions and improvements.

Inventory

7. Complete an accurate inventory of currently protected open space lands.
8. Complete an inventory of areas in Dover that should be targeted for varying levels of protection or areas to be used as recreation sites. Prepare a map showing where open space and recreation sites are needed.
9. Maintain an inventory of existing and desirable open space and recreation parcels on the City's GIS and ensure that the information is easy to update and accessible to all City departments.

Funding

12. Allocate an established amount of funding to the Conservation Fund each year as a regular budget item to supplement the revenue generated by the Current Use change fee.
13. Apply for grants and non-technical assistance available through non-profit, state and federal agencies for open space protection, development of recreational facilities, and trail construction.
15. Encourage business sponsorships, gifts and donations from individuals and corporations to create and improve open space and recreation issues.

Public outreach and education (Natural Resources section of the 2000 Dover master plan)

24. Undertake a City-wide education program aimed at informing Dover citizens about the importance of protecting and managing the City's natural and cultural resources.

4. Brainstorming priorities for each of the four categories listed above

(what needs to be done, by whom, by when, and what assistance is needed to accomplish these actions?)

(Transcript from flip charts)

Initial discussion:

- 👍 Community decision makers need to take a more active role in supporting efforts to protect open space lands.
- 👍 Additional sources of funding are needed. Need a funding base established.
- 👍 Need active goals to pursue.
- 👍 Recognition of need for a forum for discussion
- 👍 Important to retain the rural character of Dover.
- 👍 How do we influence our decision makers to support these measures?

Organization and Management

- 👍 This needs a budget item for the management and procurement of open lands
- 👍 Need to schedule work sessions with the city council. Suggestion to schedule these sessions in January when the new council comes on board.
- 👍 Costs and staffing are critical issues.
- 👍 There is a need for an "ombudsman"-type person who participates at all levels of council.
- 👍 A paid staff person can help to keep things on track and take the pressure off volunteer groups who have difficulty keeping track of what various other groups are doing.. Need an actual position created within the city department.
- 👍 Need to work with the city manager, mayor, etc. to work out where this position could fit.
- 👍 Research other communities that might have created a similar position (e.g. Portsmouth may have recently hired an environmental planner), and where they obtained the funding for such a position.

- 👍 Need a person with expertise and time and to seek out grants to accomplish natural resources goals.
- 👍 There is currently no “central contact” mechanism in place, e.g. for landowners wanting to do a conservation easement.
- 👍 Need to look into the possibility of establishing formation relationships with other groups, such as the Strafford Rivers Conservancy.

Inventory

- 👍 Establish open space priorities and appropriate use of city-owned lands using community volunteers.
- 👍 Need a clear open lands acquisition plan in place.
- 👍 Need a single point of contact (as per discussion in (1) above).
- 👍 How can Dover be pro-active about approaching landowners regarding conservation easements, etc. rather than being purely reactive?
- 👍 A natural resources inventory exists in the 2000 Dover Master Plan. How do we convert this into something functional to achieve open space objectives?
- 👍 There is already a list of properties 10 or more acres in size. Why not put the database of properties into a spreadsheet to see how they all fall out?
- 👍 Have a policy, goals, and criteria. Who will do the work and come up with a ranking.

Funding

- 👍 Need an organizational chart:
 - * How the money flows, where it comes from.
 - * What steps have been completed and what needs to be done to accomplish this
- 👍 Strafford Regional Planning Commission has the potential to obtain funding through the coastal program.. These grants usually require a 50/50 match which can be accomplished by using volunteer time.
- 👍 Collaborative efforts and more regional approaches could be more attractive to grantors.
- 👍 The Great Bay partnership is moving into Dover - this could be a potential source of federal funding.
- 👍 Need to determine who will research the grants and submit applications.
- 👍 Zoning issues need to be considered as part of an action plan.

Public Education and Outreach and Participation

- 👍 Establish printed materials for library
- 👍 Develop a program about conservation easements
- 👍 General information about natural resources management and protection
- 👍 Web site for public information
- 👍 Regional Collaboration
- 👍 Press contacts

5. Summary of Actions

Meeting participant Brian Stern proposed a summary of actions (listed below) to begin working on. For each action, action groups were formed. NROC recommends that each of the groups meet at least once (or communicate via phone/e-mail) between now and November 20. The group coordinator should contact other group members (see list of participants names and contact addresses attached to this summary) and NROC staff they want help from, to organize group meetings.

1. Finalize Criteria For Prioritizing Open Space Lands
2. Research Grant Funding
3. Research “Environmental” City Staff Person Position
4. Publicity And Outreach

5. Zoning Changes

(It was agreed to focus on the four areas listed above initially, but to work towards including actions regarding proposed changes to zoning ordinances, etc. (see natural resources section of the master plan) as the group progresses.

The attached table, *Summary of Immediate Actions and Action Groups for Report-back at the 11/20/01 Meeting*, provides action steps for each of the above.

6. Proposed One-year Work Plan

Attached to this summary is a *Proposed One-year Action Plan and Time Line for Followup to the Dover "Dealing with Growth" Presentation*. This is draft for your review. This work plan will be discussed and revised at the November 20 meeting.

Summary of Immediate Actions and Action Groups for Report-back at the 11/20/01 Meeting

TOPIC	DESCRIPTION	ACTIONS	ACTION
Develop Criteria For Prioritizing Open Space Lands	The Open Lands Committee (OLC) will continue working on this task. The natural resources inventory information that already exists should be plugged into the criteria. People should connect with the City Planning Department to develop the criteria.	<ul style="list-style-type: none"> - The OLC will continue this discussion at their next meeting on Oct. 16 at 7:30 AM in the City Council Conference Room <p><i>Report back on progress at Nov. 20 mtg</i></p>	<p><i>Dover Open Lands Committee (lead responsibility)</i> Brian Stern David Landry Ann Reid Cheryl Niles</p>
Research Grant Funding	Research funding opportunities. Include discussion regarding funding for recreation lands	<ul style="list-style-type: none"> - Strafford Regional Planning Commission Director, Cynthia Copeland has agreed to contact the head of the NH Office of State Planning Coastal Program Office to discuss potential funding opportunities. - The action group listed at right will investigate other funding options. <p><i>Report back on progress at Nov. 20 mtg</i></p>	<p><i>Carl Paulsen (group coordinator)</i> Dave Funk Ann Reid</p>
Research “Environmental” City Staff Person Position	Dover is interested in developing a position within a City department that is a point of contact for all volunteer groups and one who coordinates cross-board communication.	<ul style="list-style-type: none"> - What have other communities done, and where they have obtained the funding for such a position? - Research other communities who have appointed a staff person in a similar position, e.g Portsmouth. <p><i>Report back on progress at Nov. 20 mtg</i></p>	<p><i>Brian Stern (group coordinator)</i> Carl Paulsen Tom Fargo</p>
Publicity and Outreach	Start to develop a public education strategy to communicate information to the general public in Dover.	<ul style="list-style-type: none"> - Decide on the audiences to be reached, and most effective methods of delivery. - Letters out to landowners re: the value of open space protection and the possibility of conservation easements or other forms of land protection. - Start working on the city mind-set <p><i>Report back on progress at Nov. 20 mtg</i></p>	<p><i>Anna Boudreau (group coordinator)</i> Joyce El Kouarti Lauren Jacoby John Scruton Brian Stern</p>
Zoning Ordinance Changes	Brainstorm action plan regarding proposed changes to zoning ordinances (natural resources section of Master Plan)	<ul style="list-style-type: none"> - Review proposed changes and prioritize actions. 	<p><i>Heather Hughes (group coordinator)</i> Rick and Mary Hebbard Carl Paulsen Brian Stern Art Corte</p>

**PROPOSED ONE-YEAR ACTION PLAN AND TIME LINE FOR FOLLOWUP TO THE
DOVER “DEALING WITH GROWTH” PRESENTATION
DRAFT - October 5, 2001**

TASKS		2001	2001/02	2002	2002	Responsibility	NROC Staff
		Fall	Winter	Spring	Summer		
Develop Criteria For Prioritizing Open Space Lands							
1.	Technical work session to provide guidance in interpreting and applying the natural resources inventory data to the criteria for prioritizing open space lands.	X	X			UNHCE SRPC OLC DCC	Amanda Stone Frank Mitchell Cynthia Copeland
2.	Finalize Criteria For Prioritizing Open Space Lands	X	X			OLC	
3.	Land Conservation Workshop session to help participants gain the knowledge, skills and resources needed to build local support for conservation, and more specifically to communicate directly with interested landowners about land conservation options. Workshop would be targeted to OLC committee members, planning board & conservation commission members, other town reps., and individuals interested in local land conservation.		X			UNHCE OLC	Frank Mitchell Amanda Stone Phil Auger
4.	Develop stronger ties with groups that deal in land protection such as Great Bay Resource Protection Partnership, Strafford Rivers Conservancy	X	X	X	X	OLC DCC	
Research Grant Funding Opportunities							
5.	NH OSP and DES staff can provide specific assistance regarding funding opportunities available through their programs. The NH Coastal Program offers competitive grants due in January, DES offers local initiative grants due in November, and Strafford Regional Planning Commission offers technical Assistance grants.	X	X	X	X	NH OSP NH DES SRPC Funding Action Group	Verna De Lauer Cynthia Copeland
Research “Environmental “ City staff person							
6.	Continue to investigate and apply for grant funding opportunities for city staff person, open lands protection, etc.	X	X	X	X	City Staff Person Action Group SRPC	

Publicity and Outreach							
7.	NROC staff will co-host a work session to focus on achievable goals for public education and outreach. Other resources: DES also offers shoreland protection landowner workshops and brochures.					NH OSP NH DES UNHCE Publicity and Outreach Action Group	Verna De Lauer (NH OSP) Barbara Macmillan (NH DES) Julia Peterson (UNHCE)
8.	Implement public education and outreach strategy using various media outlets, public workshop sessions, etc.	X	X	X	X	Publicity and Outreach Action Group OLC DCC	
Zoning Ordinance Changes							
9.	Work session to develop an action plan to address proposed changes to zoning ordinances	X	X			NH OSP NH DES SRPC DPB, DCC	Ted Diers Steve Whitman Carolyn Russell
10.	Implement action plan regarding proposed changes to zoning ordinances, etc. (see natural resources section of the 2000 Dover Master Plan)		X	X	X	Zoning Action group	NH OSP , NH DES, and SRPC can provide assistance when needed.

ABBREVIATIONS:

UNHCE UNH Cooperative Extension
 OSP NH Office of State Planning
 DES NH Department of Environmental Services
 SPRC Strafford Regional Planning Commission

DCC Dover Conservation Commission
 OLC Open Lands Committee
 DPB Dover Planning Board

List of Participants at the 9/26/01 followup meeting for the Dover “Dealing With Growth” presentation

Name	Affiliation	Mailing Address	Phone	E-mail
Joyce El Kourti		112 Bellamy Woods, Dover	743-0037	edit@acornworld.net
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David Landry	Planning Board	5 Trakey St, Dover		chancellorbrown@aol.com
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Brian Stern	Open Lands Committee	86 Locust Street, Dover	742-7789	sternlaw@ttlc.net
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Cheryl Bucklin Niles		200 6 th Street, Dover	749-0452	redhorsehillpottery@mediaone.net
Charles Hosken		18 Shawnier Lane, Dover	742-0131	chosken@ttlc.net
Doug DeDe	Conservation Commission Open Lands Committee	143 Locust Street, Dover	749-1578	djdede1@excite.com
Arthur Corte		81 Glenhill Road, Dover		acorte@bigboot.com
John Grimes	Conservation Commission	191 Spur Road, Dover	749-4323	jagrimes@mediaone.net
Beth Thompson	City of Dover, Council Representative	288 Central Ave, Dover	516-6043	b.thompson@ci.dover.nh.us
Parks Christenbury		98 Coheco St, Dover	742-5761	xnbury@mediaone.net
Nick Henderson	Fosters Daily Democrat	53 Cricket Brook, Dover		nhenderson@fosters.com

Steve Stancel	City of Dover, Planning Director	288 Central Ave, Dover	516-6008	steve.stancel@ci.dover.nh.us
Bob Lewis	Open Lands Committee	16 Whittier Street, Dover	742-3770	lereve@mediaone.net
Townsend		Monarch Farm, 170 Garrison Road, Dover		townsend@nh.ultranet.com
G. Hill		8 Elliott Park, Dover		
Heather Hughes	Conservation Commission	80 Mast Road, Dover		shhughes@nh.ultranet.com
Ann Reid	Open Lands Committee	151 Back River Road, Dover		ann.reid@unh.edu

Natural Resources Outreach Coalition (NROC) Contacts

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